

JAILER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level positions in the jail, the primary duties of which involve the custody and supervision of detainees and inmates and the security and maintenance of the jail facility and operations. Employees of this class are responsible for booking and processing inmates, supervising inmate activities, and maintaining records for the jail. Incumbents receive specific instructions for most duties, but may work independently in certain designated areas. Jailers report to and have work reviewed by a Police Lieutenant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs booking procedures for inmates in accordance with established procedures, including securing personal property, fingerprinting and photographing inmates, and conducting searches for weapons or contraband. Determines inmate cell placement within jail facility, and places inmate in isolated or grouped cells as needed. Receives identification information on persons arrested, such as name and address, date and time of arrest, charges, and name of arresting officer. Maintains such records in accordance with departmental procedures.

Supervises inmates and monitors the operation of the jail on an assigned shift by performing duties necessary for the proper feeding, clothing, and safety of inmates. Supervises trustees working outside the jail facility and oversees any recreational or rehabilitation activities. Accompanies or transports inmates to outside facilities using departmental vehicles. Allows prisoners to make telephone calls and monitors prisoners during visitation. Notifies supervisor of need to call a physician or calls a physician if inmate needs medical attention. Assists nurse or physician in providing medical care to inmates, checks inmate medical records, and administers medicine as needed. Hears inmate grievances and counsels inmates.

Ensures jail is clean and supervises inmates who perform facility maintenance duties. Tours total jail area, accounting for all inmates present, checking on special or isolated inmates, and conducting searches for contraband. Inspects packages and mail, and screens visitors according to established policy. Prevents or controls fighting or other disruptive behavior, using weapons or restraining devices when necessary. Disciplines inmates for

violations or infractions of rules.

Completes and files all forms and records of jail activity or other related matters as required. Maintains tally cards, records of booking, records of receipt and release of prisoners, records of personal property of arrested persons, records of court appearances of prisoners, and records of visitors. Retrieves forms and records as needed. Reviews records of previous shift activity.

Organizes and maintains the inventory, purchasing, and disbursement of supplies and equipment for the jail in accordance with departmental policy. Reports or arranges for needed repairs and maintenance of jail facilities and equipment. Inspects equipment after repairs are completed to ensure proper working condition.

Participates in all training directed by the department. Reads and follows departmental procedures, manuals, instructions from supervisors, or other written orders. Coordinates work of the department with related agencies. Conducts tours of department facilities.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.